



NATIONAL RAILROAD  
PASSENGER CORPORATION

Office of Inspector General



# Memorandum

**To:** Gerald Sokol, Jr.  
Executive Vice President/Chief Financial Officer

*David R. Warren*

**From:** David R. Warren, Assistant Inspector General, Audits

**Date:** June 29, 2015

**Subject:** Engagement Memo—Responding to Freedom of Information Act Requests (Project code 015-2015)

At the request of the Senate Committee on Homeland Security and Governmental Affairs we are initiating work on the company's process for responding to Freedom of Information Act (FOIA) requests. Our objective is to review the controls over processing FOIA requests.

We plan to interview company officials and review selected FOIA requests and the company's response. Our requests for documents will be made as our work progresses. We will work to minimize the impact on the company by coordinating interviews and observations with staff in advance.

Our work will be performed in accordance with generally accepted government auditing standards. Our interactions with the company will be consistent with P/I 2.1.3, which sets forth the relationship between our office and the company. In particular, section 7.0 of the policy discusses coordination between company officials and our office of audits. To view this policy, see <http://wiki.corp.nrpc/display/APIM20/2.0+Inspector+General>

We will keep you advised of the status of our work and any material changes in our objective, should they occur.

Michael Kennedy, Senior Director will be managing this work. If you have any questions, please contact me at (202) 906-4742 (David.Warren@amtrakoig.gov) or Michael Kennedy at (202) 906-4308 (Michael.Kennedy@amtrakoig.gov).

cc: William H. Herrmann, Vice President and Managing Deputy General Counsel  
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